MOBILITY AGREEMENT FOR SHORT-TERM TRAINING ACTIVITIES WITHIN THE FRAMEWORK OF ERUA2

ACADEMIC YEAR <<ACADEMIC YEAR>>

The Agreement must first be signed by the Participant and subsequently by the Legal Representative of the Institution (or by a duly authorised signatory). Alternatively, it may be executed simultaneously in the presence of both contracting parties.

This Agreement is concluded between the University of Macerata (I MACERAT01), having its registered office at Via Crescimbeni No. 30/32, 62100 Macerata, Italy, e-mail address: arint.umi@unimc.it, represented by Antonella Tiberi, Head of the Internationalization and ERUA Area, hereinafter referred to as "the Institution", on the one part,

and

Mr./Ms. _____, a student enrolled at this University, born in _____ on _____, nationality _____, residing at _____ (), Via _____, telephone _____, Tax Identification Number _____, e-mail _____, enrolled in the _____ year of the Degree Programme in _____ (Student ID No. _____), hereinafter referred to as "the Participant", on the other part.

Payment by bank transfer (SEPA Area)

Name of the Bank: _____

Exact name of the account holder: _____

IBAN: _____

BANK CLEARING/BIC/SWIFT CODE: _____

Or alternatively, payment to a payment card (SEPA Area)

Card holder: _____

Exact name of the account holder: _____

IBAN: _____

BIC/SWIFT CODE: _____

The above-mentioned parties

HAVE AGREED AS FOLLOWS:

The following Terms and Conditions and Annexes form an integral part of this Agreement (hereinafter referred to as "the Agreement"):

Annex I: ERUA Learning Agreement

Annex II: Excel Summary Form of Expenses Incurred During the Mobility

Original handwritten signatures are not mandatory for Annex I to this Agreement. Scanned copies and electronic signatures may be accepted in accordance with Italian national legislation or the Institution's internal regulations.

SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

1.1 This Agreement sets out the rights and obligations, as well as the terms and conditions applicable to the financial support awarded for the purpose of undertaking a short-term training activity within the framework of ERUA2.

1.2 The Participant accepts the payment arrangements set out in Article 3 and undertakes to complete the mobility period for participation in the short-term training activity as described in Annex I.

1.3 Any amendment or supplement to this Agreement shall be requested in writing and agreed upon by both parties through a formal notification submitted by e-mail.

ARTICLE 2 –DURATION OF THE MOBILITY

2.1 The duration of the mobility for the short-term training activity may vary depending on the type of activity in which the Participant takes part (travelling seminar, intensive course, summer/winter school or semester course).The physical mobility period shall start on _____ and shall end on _____, for a total duration of _____ days, at the University of _____.

The starting date of the mobility shall correspond to the day immediately preceding the beginning of the short-term training activity at the host Institution. The final day of the mobility period shall correspond to the day immediately following the last day of the short-term training activity during which the Participant is required to be present at the host Institution. Where no flights are available on the scheduled travel dates, the Participant may depart earlier or return later. In such cases, only mobility-related travel expenses shall be reimbursed, excluding accommodation and subsistence costs.

2.2 Upon completion of the short-term training activity, the host University shall issue the Participant with a duly signed certificate confirming the dates of the activity carried out abroad and the effective completion of the agreed programme. Such certificate shall expressly certify the Participant's attendance throughout the entire duration of the ERUA short-term training activity.

ARTICLE 3 – FUNDING OF THE MOBILITY

3.1 Short-term training activities organised exclusively online shall not be eligible for any form of financial support. Where activities are organised in a blended format or require the student's physical presence at the host University, and therefore the Participant's mobility, they shall be funded through the ERUA2 – European Reform University Alliance 2 project (Agreement and Project Number: 101124451) **up to a maximum amount of EUR 800.00**. Accordingly, the financial contribution shall be granted exclusively in relation to the period of physical mobility.

3.2 In addition to the maximum amount of EUR 800.00, the Participant may be entitled to an additional reimbursement of EUR 100.00, provided that at least one of the following conditions is met:

A. the Participant has a recognised disability status, declared upon enrolment and duly recorded in the University's Esse3 system;

B. the Participant belongs to the lowest ISEE income bracket (I FASCIA);

C. the Participant undertakes Green Mobility, namely travels by means of low CO_2 emission transport (such as train, car sharing or coach), with the aim of promoting more inclusive and sustainable international mobility. The Green Mobility contribution shall be granted only to beneficiaries who undertake a Green journey for both the outbound and return trips. Supporting documentation relating to both journeys must be retained in order to demonstrate that Green Mobility has been undertaken.

In any case, reimbursement is contingent upon the submission of supporting documentation for the expenses.

3.3 It is specified that the above-mentioned amount represents the maximum reimbursable amount for each mobility period and may differ from the actual expenses incurred for the individual short-term training activity and, consequently, from the reimbursement effectively granted. Reimbursement of expenses shall be made on the basis of the supporting documents submitted and in accordance with the principles and limits established by the Regulations governing the assignment procedures and financial treatment of official travel assignments, available at the following link: www.unimc.it/it/ateneo/normativa/regolamenti-di-ateneo/regolamento-per-la-disciplina-delle-modalita-di-conferimento-e-del-trattamento-economico-degli-incarichi-di-missione-pubblicato.pdf

ARTICLE 4 – ELIGIBILITY OF COSTS

4.1 To be eligible, costs must have been actually incurred by the Participant during the period specified in Article 2 and/or be necessary for the implementation of the activities described in the Annex. Costs shall comply with the applicable national legislation concerning taxation, employment and social security.

4.2 Actual costs incurred (for example, accommodation, meals and transport expenses) must be supported by appropriate documentary evidence, such as invoices, receipts, fiscal receipts or equivalent documents.

4.3 The financial contribution granted to the Participant is incompatible with any other form of funding deriving from European Union funds. Accordingly, students who, during their ERUA2 mobility, are simultaneously undertaking an Erasmus mobility for study or traineeship shall not be entitled to reimbursement under the ERUA2 programme. The financial contribution is also incompatible with certain categories of doctoral candidates. In particular, students enrolled in doctoral programmes requiring a fully devoted commitment to research activities, namely an exclusivity obligation with respect to the doctoral programme, shall not be eligible for reimbursement through ERUA2 funds. This includes, by way of example, doctoral programmes funded under the National Recovery and Resilience Plan (PNRR). As such students are required to devote themselves exclusively to the activities provided for under their doctoral programme, they do not satisfy the conditions necessary to benefit from reimbursements financed through other funding sources, including ERUA2 funds.

4.4 The Participant shall not be entitled to reimbursement for exchange rate losses or for bank charges applied by the Participant's bank in relation to transfers received from the Institution.

ARTICLE 5 – PAYMENT ARRANGEMENTS
5.1 The financial contribution may be paid in two instalments:

- Only where strictly necessary, before the commencement of the short-term training activity and following the Participant's signature of this ERUA Mobility Agreement, a pre-financing payment of up to 50% of the maximum financial contribution may be granted, upon receipt by the International Mobility Office of the duly completed Advance Payment Request Form, available at the following link: https://iro.unimc.it/it/studenti/studenti-in-partenza/erua/mobilita-erua;
- upon completion of the short-term training activity and following the submission by the Participant of all original receipts and supporting documentation relating to the expenses incurred, the balance shall be paid. The balance shall correspond either to the difference between the actual eligible expenses and any advance payment already received, or to the total eligible expenses incurred during the mobility period where no advance payment has been requested.

5.2 The financial contribution shall be paid by bank transfer to the bank account indicated above by the Participant, of which the Participant must be the account holder. By signing this Agreement, the Participant declares that the banking details provided are correct and requests that the financial contribution be paid into the above-mentioned account. Bank transfers, and therefore reimbursements, cannot be made to payment cards or bank accounts held in the name of third parties. Any payment card indicated must be linked to an Italian IBAN or to an IBAN within the SEPA Area.

ARTICLE 6 – RECOVERY
6.1 The Institution shall recover the financial support, in whole or in part, if the Participant fails to comply with the terms of this Agreement.

Should the Participant terminate this Agreement before completing the activity, he/she shall repay any financial contribution already received and shall not be entitled to reimbursement of any expenses incurred, except in cases of serious duly justified reasons or force majeure, which shall be assessed on a case-by-case basis.

ARTICLE 7 – TERMINATION OF THE AGREEMENT
7.1 This Agreement may be terminated by either Party where circumstances arise that render the performance of the Agreement impracticable, impossible, or excessively burdensome.

7.2 In the event of a serious breach of the obligations under this Agreement, or where the Participant has committed irregularities, fraud, corruption, or has been involved in a criminal organisation, money laundering, terrorist offences (including the financing of terrorism), child labour, or human trafficking, the Institution may terminate this Agreement by giving formal written notice to the other Party.

7.3 The Institution reserves the right to initiate legal proceedings should any reimbursement requested not be voluntarily repaid by the deadline communicated to the Participant by registered letter.

7.4 The termination of this Agreement shall take effect on the date specified in the notice of termination (the "effective date of termination").

7.5 The Participant shall not be entitled to claim compensation for any loss or damage arising from the termination of this Agreement by the Institution.

ARTICLE 8 – FORCE MAJEURE
8.1 A Party prevented by force majeure from fulfilling its obligations under this Agreement shall not be deemed to be in breach of its obligations.

8.2 For the purposes of this Agreement, force majeure means any situation or event which:

- prevents either Party from fulfilling its obligations under this Agreement;
- is unforeseeable, exceptional, and beyond the reasonable control of the Parties;
- is not attributable to any error or negligence on the part of either Party (or of any other participant involved in the action); and
- proves to be unavoidable despite the exercise of all due diligence.

8.3 Any event constituting force majeure shall be formally notified to the other Party without undue delay, specifying its nature, likely duration, and foreseeable effects.

8.4 The Parties shall immediately take all necessary measures to limit any damage resulting from the force majeure event and shall make every reasonable effort to resume implementation of the activities as soon as possible.

ARTICLE 9 – ENTRY INTO FORCE
This Agreement shall enter into force on the date of its signature by both Parties.

ARTICLE 10 – ACADEMIC RECOGNITION
10.1 Before the Participant departs abroad, the University, the Participant, and the host Institution shall agree in writing on a study programme (ERUA Learning Agreement). The Participant shall sign and accept the contents thereof.

10.2 Upon completion of the short-term training activity, the host University shall issue the Participant with a duly signed certificate confirming the dates of the activity carried out abroad and the successful completion of the agreed programme.

10.3 The University shall ensure the academic recognition of the training activity completed at the host University as an integral part of the Participant's degree programme.

10.4 In order to ensure the Participant's full academic recognition of the training activity undertaken abroad, the home Institution shall include, within the Participant's academic curriculum as an integral part of his/her degree programme, the activities completed at the host Institution, provided that they comply with the study plan approved in the ERUA Learning Agreement.

10.5 Academic recognition may be refused where the host University fails to provide the certificate confirming the Participant's actual attendance at the short-term training activity or where the Erasmus Delegate determines that the activity undertaken is not sufficiently consistent with the activity requested by the Participant.

ARTICLE 11 – OBLIGATIONS OF THE PARTICIPANT
11.1 The Participant shall contact the International Mobility Office at s.traini10@unimc.it and communicate his/her acceptance of or withdrawal from participation in the activity. Failure to contact the International Mobility Office prior to the commencement of the mobility period shall prevent the Participant from

benefiting from the financial contribution. Should no communication (Acceptance or Withdrawal) be received within the prescribed time limits, the Participant shall be deemed to have withdrawn.

11.2 The Participant shall complete, sign and return the ERUA Mobility Agreement to the International Mobility Office before the commencement of the short-term training activity.

11.3 Only where actually necessary, the Participant may complete and submit the Advance Payment Request Form, available at the following link: https://iro.unimc.it/it/studenti/studenti-in-partenza/erua/mobilita-erua in order to receive a pre-financing payment of up to 50% of the maximum financial contribution.

11.4 The Participant shall complete the ERUA Learning Agreement in consultation with his/her Departmental Erasmus Coordinator.

11.5 The Participant shall submit to the International Mobility Office the ERUA Learning Agreement, duly signed by both the Participant and the Erasmus Delegate, before the start of the mobility period or, where this is not possible, no later than the end of the mobility period.

11.6 Upon completion of the activity, the Participant shall obtain from the host University the following duly signed documents:

- a Certificate of Attendance or Participation issued by the host University, confirming the starting and ending dates of the activities and the Participant's actual attendance;
- where applicable, the certificate confirming successful completion of the final assessment.

11.7 Upon completion of the activity, the Participant shall submit the following documents in order to receive reimbursement of the expenses relating to the short-term training activity:

- the Certificate of Attendance or Participation relating to the short-term training activity;
- where applicable, the certificate confirming successful completion of the final assessment;
- the ERUA Learning Agreement, duly signed by the host University;
- the Excel file containing all expenses incurred for which reimbursement is requested;
- the original receipts relating to all expenses incurred during the mobility period for accommodation, meals, and transport.

All the above documents must be submitted in their original form to the International Mobility Office **within 20 days following the end of the mobility period**. Failure to submit the required documents within the prescribed deadline, or the submission of irregular or incomplete documentation, shall result in the non-payment of the balance or of the financial contribution and in the recovery of any amounts already paid to the Participant.

11.8 Documents containing erasures, alterations, corrections, or otherwise lacking the required date, official stamp, or signature of the academic or administrative officer of the host University, where required, shall not be considered eligible for the purposes of the final reimbursement, and any amounts already paid shall consequently be recovered.

ARTICLE 12 – REIMBURSEMENT

12.1 Except in cases of force majeure or mitigating circumstances certified by the Departmental Erasmus Coordinator, the Participant agrees to repay, without undue delay, all or part of the financial contribution received in the event of non-compliance with the obligations arising under this Agreement or termination thereof.

12.2 Where reimbursement is due, the University of Macerata shall determine the amount to be repaid.

Macerata, <<Date_____>>

Student's signature	Signature of the Chief of the Internationalisation and ERUA Area
_____	_____